



File Number: _____

Talbot County Department of Planning and Zoning
215 Bay Street, Suite 2
Easton, Maryland 21601
410-770-8030

Notice of Application

1. The applicant shall provide proof that the short-term rental application information has been provided to the following **within 21 days of the submittal of the application**:
 - a. Owners of properties contiguous to the short-term rental property;
 - b. Owners of properties across a roadway, easement or right-of-way from the short-term rental property;
 - c. Owners of all other properties with a property line within 1,000 feet, including in line of site within 1,000 feet across waterways of the short-term rental dwelling; and,
 - d. If applicable, a homeowner's association, property owners association or covenant administrator for the development where the short-term rental property is located.
 - e. If the short-term rental property has a right of access over a private road, all other owners of properties who also have a right of access to such a road.
2. Notification shall be by priority mail with delivery confirmation to the address provided on the annual Talbot County tax bill.
3. The notice shall include, at a minimum, information as listed in the example short-term rental notification letter in the application package. This information shall include: the applicant's name, contact information, including address, e-mail, and telephone number; 24 hours contact information in the event of any problem at the short-term rental property; contact information for the Code Compliance Officer or other designated County official; statement that a short-term rental application has been filed with the Talbot County Department of Planning and Zoning and that such application is available for public inspection; and state, if applicable, that a public hearing on the application will be held by the Short-Term Rental Review Board.
4. The notices required by this Section **shall be sent out within 21 days of filing the short-term rental application** with the Talbot County Department of Planning and Zoning.
5. The applicant shall promptly file a certificate of service with the Talbot County Department of Planning and Zoning after sending out the required notices. The certificate shall be signed by the applicant to certify that the required notices were sent out in accordance with this Section and shall include a list of delivery confirmation receipts and a copy of the notice that was sent out.

Certificate of Service

I certify that all required notices were sent out by _____, 20__ in accordance with Chapter 190 of the *Talbot County Code* and provide the attached list of all property owners notified, a copy of the notice, and confirmed delivery confirmation receipts.

Applicant/Agent's Signature

Date